Online Permit Research System Help Guides

TOPIC: **Accela Citizen Access** (How to View or Print a Building Record Invoice)

Accela Citizen Access (ACA) is the online tool the public can use to view information about building permits. This help guide explains how you can run reports that return Building Record invoices.

Directions:

Step 1: Go to the Accela Citizen Access home page: https://publicservices.sdcounty.ca.gov/citizenaccess/

Step 2: Click the **PDS** tab. You do not need to register for an account to use ACA.

> This takes the user to the PDS section of the Accela Citizen Access website.

Reports, including invoices, on building applications and permits are available in the **Planning & Development Services** tab. Click the **PDS** tab.

From the **Reports (4)** drop-down menu select one of the two invoice options available.

The **Building Invoice – Multi-Record** report returns the building invoice(s) for multi-site development, such as tracts or multi building commercial.

The **Building Invoice – Single Record** report returns the building invoice for any single building permit record entered.
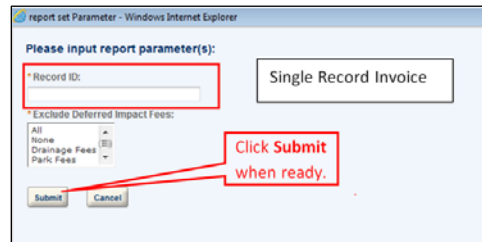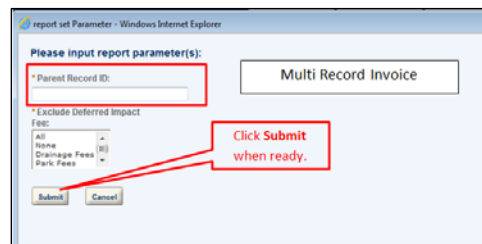
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Step 3: The user must select parameters for the report from the pop-up **report set Parameter** window.

Building Invoice – Single Invoice:
Enter the Record ID of the invoice you would like to view and/or print.
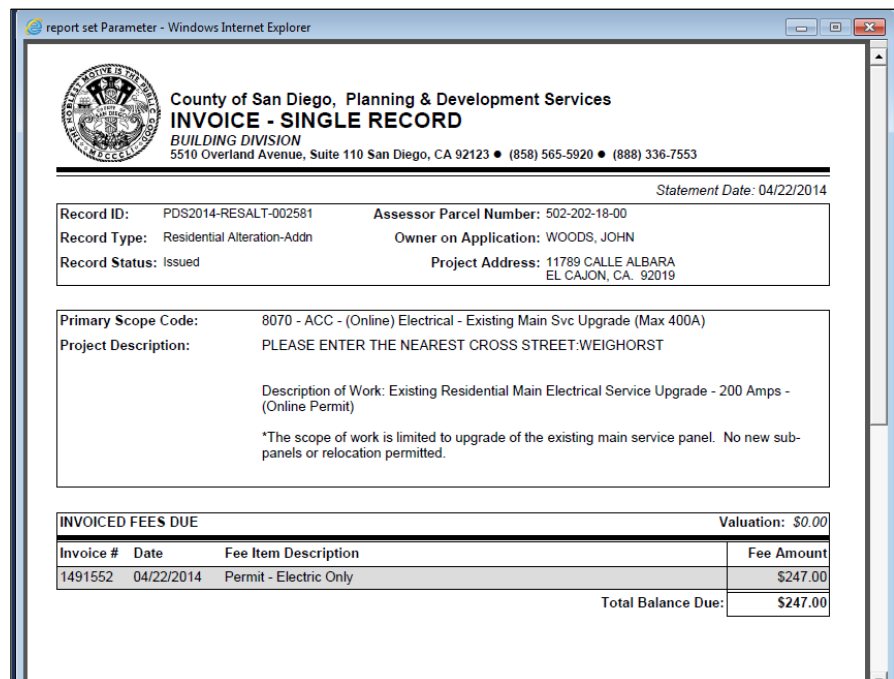**Building Invoice – Multi-Record:**
Enter the parent record ID of the multiple site development project.

If you qualify and have already contracted to defer impact fees select "All" or any of the specific fees that have been deferred, otherwise select "None" from the "Exclude Deferred Impact Fees:" parameter box.

Step 4: When all parameter selections have been made, click the **Submit** button *(only once)* to generate the report. The report will open a PDF.

The invoice(s) can then be printed for your records or can be brought into the County Permit Center to pay outstanding fees on the record.

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More Information:

For information and directions on how to look up information specific to your record, including how to payyou're your permit online, viewing conditions of approval, record specific information, contact information, paid and unpaid fees, inspections and inspection history, project workflow, documents attached to the record, related records, job valuation, and trust account information please see the Accela Citizen Access FAQ web page.

Help Contact:

If you have additional questions on how to check the status of your record via Accela Citizen Access please contact the department where your record originated.

Department of Environmental Health: (858) 505-6700
Department of Public Works: (858) 232-6837 (Kamilah James)
Planning & Development Services: (800) 411-0017
Agriculture Weights & Measures: (858) 694-2739
Air Pollution Control District: (858) 586-2600